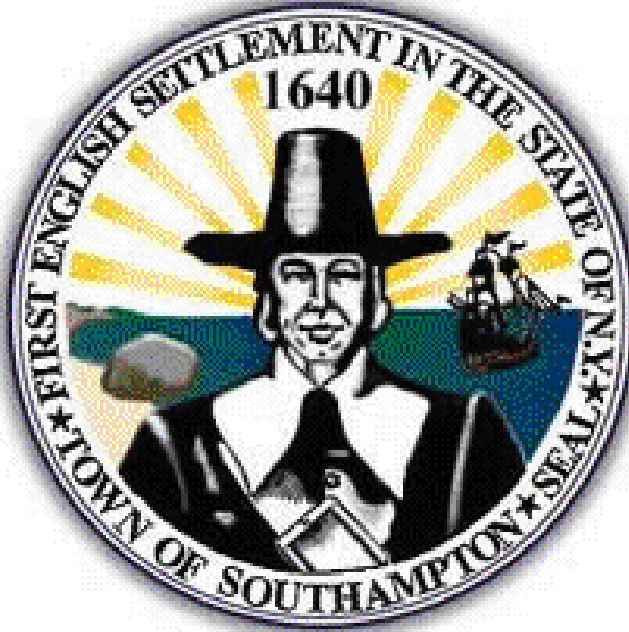


Town of Southampton
Suffolk County, New York



Request for Proposals

for Preparation of a

Comprehensive Plan Sustainability Element

**SEALED BIDS DUE IN TOWN CLERK'S OFFICE,
116 HAMPTON ROAD, SOUTHAMPTON
ON OR BEFORE 2:00 PM ON JULY 6, 2011**

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All proposal pages (PF), GML and Bidders Qualifications which are indicated by being green in color or containing a watermark on the side of the page require the vendor's information.

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NOTICE TO PROPOSERS

RESOLVED, as per the request of the Town Board of the Town of Southampton, that the Town Clerk be and is hereby authorized and directed to advertise for public proposals per the following:

TAKE NOTICE, that sealed proposals will be received by the Town Clerk, Southampton Town Hall, by Wednesday, July 6, 2011, at 2:00 pm, for:

REQUEST FOR PROPOSALS

The Town of Southampton is seeking proposals for the preparation of a
“Comprehensive Plan Sustainability Element.”

Specifications are available beginning on Thursday, June 2, 2011, at 8:30 a.m. online at www.southamptontownny.gov/TownClerk or in person at the Town Clerk's Office, 116 Hampton Road, Southampton between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday (except Holidays). These specifications have met with the approval of the Office of Contracts Administration.

Each proposal must be submitted in a sealed envelope clearly marked
“Comprehensive Plan Sustainability Element.”

This RFP is not an offer or a binding commitment to contract on the part of the Town. The Town retains the right to postpone or cancel the RFP or to reject all proposals, if the Town determines, in its sole discretion, that the best interests of the Town will be served thereby.

**BY ORDER OF THE TOWN BOARD
TOWN OF SOUTHAMPTON
SUNDY A. SCHERMEYER, TOWN CLERK**

INSTRUCTIONS TO PROPOSERS

1. Receipt of Proposals

The Town of Southampton invites proposals for a Contract for preparation of a **“Comprehensive Plan Sustainability Element.”** Proposals must be submitted per the instructions in the Notice to Proposers.

2. Form, Preparation, and Presentation of Proposal

Proposers should return the *entire bid package*, with the information requested on the green pages completed.

Each proposal must be submitted on the forms provided. Proposals must be contained in a sealed envelope marked **“Comprehensive Plan Sustainability Element.”**

Proposers must provide **ALL INFORMATION** requested on **GREEN PAGES**.

INCOMPLETE SUBMISSIONS MAY BE REJECTED!!

- If a question is not applicable, indicate by writing “N/A” in answer space
- All blank spaces for proposal prices must be filled in, in ink, in both words and figures, with a total or gross sum for which the proposal is made. In case of discrepancy between the unit price and total amount proposal for any item, the unit price, as expressed in words, shall govern.
- All Bidders Qualifications questions must be answered
- General Municipal Law forms must be signed
- Proposals that contain any omission, erasure, alteration, addition or items not called for in the itemized proposal form, or that contain irregularities of any kind may be rejected.

3. Rejection of Proposals

(a) The Town Board reserves the right to reject any proposal if the information submitted in the Bidder's Qualifications statement or an investigation of such proposer fails to satisfy the Town Board that such proposer is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein.

(b) The Town Board reserves the right to reject any and all proposals in whole or in part, to waive any information in any or all proposals, and to accept the proposal or part thereof which it deems most favorable to the Town after all proposals have been examined and/or checked. No proposal shall be withdrawn by vendor for a period of forty-five (45) days after being received.

4. Method of Award

All proposals will be compared based on the totality of the presentation regarding the preparation of a **Comprehensive Plan Sustainability Element** (the "Project"). The Town reserves the right to award the Contract to the proposer who, in the Town's sole determination, offers a proposal that outlines the most efficient and effective plan for the Project in the best interests of the Town. Additional information may be requested for any given proposer.

5. Insurance Required By The Town of Southampton

The successful proposer will be required to procure and pay for, at his/her expense, the following types of insurance with limits of coverage as further specified in the General Contract Provisions:

- A) Workers Compensation Insurance, as required by Applicable Law, the coverage must be evidenced on a C-105.2 form or if exempt on the CE-200 form. If you have questions please visit www.wcb.state.ny.us.
- B) Disability Benefits Insurance must be evidenced on a DB-120.1 form or if exempt on the CE-200 form. If you have questions please visit www.wcb.state.ny.us.
- C) General Liability insurance to include bodily injury and injury to property in the amount of \$1,000,000 per occurrence, the Accord form is acceptable to evidence the liability coverage.

The Town will be named as an additional insured on the Liability policy.

This contract will not be signed by the Town's Supervisor until all required insurances are received.

6. Term of Contract

The term of this Contract shall be negotiated between the Town and the successful proposer, and included in the Contract. The Town shall have the option to renew the contract for the amount of time, in its sole discretion, the Town deems necessary to complete the Project.

7. Method of Payment

Payment terms shall be negotiated between the Town and the successful proposer, and included in the Contract.

8. Contract

This entire RFP package, comprised of the Title Page, Table of Contents, Notice to Proposers, Instructions to Proposers, Specifications, Proposal Forms, General Municipal Law, and Bidder's Qualifications shall become part of the complete Contract upon award of the Contract. These materials shall be appended to the final contract document as negotiated between the Town and the successful proposer, and, together with that contract document, shall comprise the complete Contract.

9. Town's Reservation of Rights

The Town reserves all rights with respect to this RFP, including but not limited to the following:

This RFP is not an offer or a binding commitment to contract on the part of the Town. The Town retains the right to postpone or cancel this RFP or to reject all proposals if the Town determines, in its sole discretion, the best interests of the Town will be served thereby. The Town further reserves the right to reject any proposal that is, in the Town's sole discretion, determined to be incomplete, non-responsive, purports to alter any required terms or conditions of this RFP, or that contains any other irregularities.

The Town may make such investigation as the Town deems necessary to determine the responsibility of any proposer or to verify the ability of any proposer to perform the construction management services specified herein. The Town reserves the right to reject any proposal if the information requested by the Town is not submitted as required or if the information submitted by or the investigation of any bidder fails to satisfy the Town that the bidder is responsible or is qualified and capable of carrying out the obligations of the Contract.

Upon acceptance of a proposal, the Town shall, by letter, officially notify the successful proposer of said acceptance and, prior to the award of the Contract, enter into negotiations with the successful proposer. The Town retains the right to withdraw from such negotiations with the successful proposer and to rescind its acceptance of the successful proposer's proposal should the Town be unable to conclude the negotiations within thirty (30) business days following the official notification of acceptance.

Once negotiations have been completed, the Town will pass a resolution awarding the Contract, and the successful proposer will be required to sign the Contract and provide evidence of insurance and any additional documentation required by the Town. If the successful bidder refuses, fails, or neglects to sign the Contract or to provide evidence of required insurance or any other documentation required by the Town within ten (10) business days of receipt of a Notice of Award from the Town, the proposer shall be considered to have abandoned the Contract, and the Town shall have the right to rescind the award of the Contract.

The Town shall not be liable for any costs, expenses, or losses, including without limitation loss of business opportunity, claimed or incurred by any party in connection with the preparation or submission of a proposal in response to this RFP, or otherwise in connection with this RFP or its modification, postponement, or cancellation. All proposals become the property of the Town upon submission.

SPECIFICATIONS

CONTRACT FOR PREPARATION OF A "COMPREHENSIVE PLAN SUSTAINABILITY ELEMENT"

PLEASE NOTE:

All inquiries regarding the substantive terms or requirements of this RFP must be submitted in writing. Inquiries should be submitted via e-mail to LandManagementAdminDivisionDG@southamptontownny.gov, and **must be received by no later than 5:00 p.m. on Thursday, June 16, 2011.** Responses to inquiries deemed appropriate by the Town will be issued in the form of addenda to the RFP and provided to all those who request or had previously received a copy of the RFP.

Officially issued written addenda from the Towns shall be the **only** authorized method for communicating the clarification or modification of the requirements of this RFP. Interested parties may contact the Town of Southampton to verify receipt of the RFP and any addenda.

I. Project

The Town of Southampton is requesting proposals for assistance in the preparation of a Sustainability Element to add to its Comprehensive Plan.

RFP issued:	Thursday, June 2, 2011
Proposals due:	by 2:00 pm on Wednesday, July 6, 2011
Anticipated award:	July 26, 2011

Questions concerning this RFP should be submitted via e-mail by Thursday, June 16, 2011 to: LandManagementAdminDivisionDG@southamptontownny.gov.

Answers will be sent to all who download the proposal from the Town's website, <http://www.southamptontownny.gov/content/760/762/792/1054/3131/default.aspx>

II. Background

The Town of Southampton Master Plan was adopted in 1970, forming the base of a Comprehensive Plan that has been augmented and updated through the intervening years. In addition to Comprehensive Updates in 1983 and 1999, there have been a series of hamlet studies and topic-specific strategic plans such as the Town of Southampton Comprehensive Plan Transportation Element (2004), the Wireless

Communications Plan (2008), and the Riverside Urban Renewal Plan (2009). The purpose of this project is to add a Sustainability Element.

The Sustainability Element is envisioned as a standalone document that, like other strategic plans, will be adopted by the Town Board as a recognized part of the Town's Comprehensive Plan. It is expected to articulate a vision for a Sustainable Southampton and detail strategies for achieving it. Strategies should address both traditional comprehensive planning topics such as land use patterns, natural resources and transportation, which are already part of the Town's Comprehensive Plan documents, and new, sustainability-oriented planning issues such as climate change, public health, energy related practices & policies, recycling, and food policy that have not yet been the focus of Town planning studies.

The Sustainability Element should also feature an "Action Plan" component in a matrix format that lists the recommended strategies and identifies how they will be implemented, who will be responsible for implementing them, fiscal impacts and time frames. The 1999 Comprehensive Plan Update featured such a matrix, which included several hundred action items and which the Town is currently in the process of reviewing and updating, identifying what has been completed, what remains, and what may no longer be relevant or applicable. Actions for the Sustainability Element are to be incorporated into this new master list.

III. Planning Platform

In 2008, the Town of Southampton established a [Sustainable Southampton Green Committee](#) to, among other things, advise the Town Board on sustainable practices, recommend policy, legislation and code amendments that contribute to sustainability, and develop public education programs to further sustainability initiatives. In 2010, the Town created the position of Energy & Sustainability Coordinator to provide staff support to the work of the Green Committee, as well as implement a Department of Energy EECBG (Energy Efficiency Community Block Grant) Project. The proposed Sustainability Element is being pursued under the auspices of this grant.

In the fall of 2010, the [Sustainable Southampton Green Committee](#) hosted [Southampton's Sustainable Future: A Community Collaboration](#). This was a series of public visioning workshops, the results of which led to a mission statement for the Committee: "A healthy and green Southampton in a sustainable world." Subsequently, a subcommittee of the Green Committee was formed to pursue the development of the Sustainability Element, building on the vision emerging from the forums. The subcommittee is comprised of community members of the Green Committee, and Town professional staff from the Office of Energy & Sustainability, the Department of Land Management's Administration and Long Range Planning divisions, and the Intermodal Transportation division of Public Works. It will oversee development of the Comprehensive Plan Sustainability Element.

The Subcommittee has prepared a number of documents to support the creation of the Sustainability Element. These include a set of Vision Goals with action items developed as a follow up to the Sustainable Future workshops, and a series of “Vision Matrices” that relate the Sustainability Vision Goals to the topic areas and action items in the Town’s 1999 Comprehensive Plan Update. Information on the Green Committee, the public forums and resulting vision, as well as the Comprehensive Plan, is available on the Town of Southampton website, <http://www.southamptontownny.gov>.

Simultaneously with the Sustainability Element, the Town will be engaged in the preparation of a Local Waterfront Revitalization Program (LWRP) under the guidance of the NYS Department of State’s Division of Coastal Resources. A consultant team lead by the Urban Harbors Institute of the University of Massachusetts has been engaged for the project, which will commence in June, 2011, with a draft expected in approximately 18 months. The LWRP will include recommended policies and projects to support the sustainability of the Town’s surface and groundwater resources. Although the LWRP project has a longer timetable than the Sustainability Plan, it will provide material to the Sustainability Plan effort and reduce the sustainability consultant effort related to water issues, including anticipated sea level rise associated with climate change. Coordination will be required to avoid duplicative effort, and to ensure document consistency.

IV. Project Tasks/Scope of Work

- I. Review relevant background documents identified by the Town of Southampton and the Sustainability Element Subcommittee. These include, but are not limited to, the Town of Southampton Comprehensive Plan, including:
 - 1970 Master Plan;
 - 1983 and 1999 updates;
 - the 2004 Transportation Element;
 - individual hamlet studies, such as those for Bridgehampton, Noyac, and Sag Harbor;
 - Documents developed by the Town and Green Committee including adopted Resolutions, Sustainability Forum findings, Draft Sustainability Vision and Scope, draft policy/position statements and the current Committee agenda items;
 - LWRP scope and draft documents as they become available;
 - Town of Southampton solid waste management policies and practices;
 - Regional sustainability plans such as the Sustainable East End Development Study (SEEDS) and the East End Transportation Study (aka Volpe Study)

- Relevant sections of the Town Code including, but not limited to, Chapter 123, Building Construction, Article V, Energy Conservation; 330-176 K concerning Wind Energy Conversion Systems; Chapter 176, Solar Electric Systems Rebate and Incentive Program, etc.
2. Conduct meetings with Town staff and Plan Subcommittee members to:
 - receive additional understanding concerning Town planning, development and sustainability documents, policies and practices, including but not limited to solid waste and wastewater management, recycling procedures & programs, zoning & other efforts in support of sustainable land use practices (i.e. TOD, other) ;
 - Review Sustainable Green Committee and Sustainability Element Committee efforts to establish initial plan goals and discuss the integration of committee work into the document;
 - Present and review interim work products.
 3. Prepare a concise Sustainability Element document that includes:
 - A Southampton Town Sustainability Vision, based on a draft provided by the Committee;
 - Recommended actions for achieving the Vision, including:
 - Sustainability strategies that have already been adopted by the Town as part of its existing Comprehensive Plan;
 - Sustainability initiatives currently being planned by the Town, such as fleet management and paper reduction, but which are not part of any documented plan;
 - Enhancements to existing initiatives and Comprehensive Plan recommendations to make them more sustainable or effective;
 - New recommendations for sustainable Town government practices;
 - New recommendations for sustainable land use planning;
 - New recommendations for promoting sustainable living and sustainable business practices in the Town's private sector.
 - Measurable indicators, or benchmarks, for tracking Town progress on sustainability goals.
 - Recommendations should be tailored specifically to the Town of Southampton, taking into account:
 - Town demographics, including seasonal population;
 - The size, capacity and functions of the Town of Southampton government;
 - The role and capacity of the Green Committee and other local non-governmental organizations in Plan implementation;
 - The role of other government entities.

- Further, recommendations should be assessed and prioritized according to criteria including potential impact, cost, feasibility, and implementation time frame.
 - As noted above in section II, recommendations should be presented in action plan format. Brief supporting narrative should be provided, including references to examples of where the proposed strategy has been implemented elsewhere.
4. Present draft findings and recommendations to the public at a Town wide Community Forum (evening) and a Town Board Work Session (daytime). Incorporate input from the public and the Town Board into a final draft Sustainability Element that will be presented to the Town Board for adoption an addition to the Town's Comprehensive Plan.
- The draft document must be endorsed by both the Sustainability Element Subcommittee and the full Sustainable Southampton Green Committee, prior to public review.

V. Project Schedule and Deliverables:

The consultant, in responding to this RFP, should prepare a schedule of deliverables to include at minimum:

1. Outline of Sustainability Element of the Comprehensive Plan.
2. Interim work products, to be proposed by Consultant
3. Preliminary draft document for review by sub and full committees
4. Draft Final Report
5. Discussion of findings in a Power Point presentation suitable for a community forum and/or public hearing.
6. Final Report For Town adoption

It is expected that selection of a consultant will occur in July 2011; all work must be completed by April 2012.

VI. Project Budget

The Town has allocated \$75,000 for consultant services on this project. This amount will be leveraged by use of the LWRP planning process to address water-related sustainability goals, and by the involvement/assistance of Town professional staff.

Proposals should be for a fixed fee, including all expenses. They should also clearly state any cost-cutting measures proposed to allow for a quality product within the given budget constraints. Options include meetings by conference call and video conferencing, and specific contributions of Town staff to the work product — e.g. providing data/materials on local activities, completing selected action plan columns (i.e. responsible entity) or translating recommendations into action plan format, identifying baseline data for benchmarks, etc.

VII. Selection Criteria

Proposals will be evaluated based on the following criteria:

- demonstrated experience working with comparable municipalities in developing and implementing community sustainability programs;
- knowledge of effective sustainability strategies;
- project samples;
- proposed work plan and schedule;
- level of Town assistance required.

PROPOSAL FORM

**TOWN OF SOUTHAMPTON
SUFFOLK COUNTY, NEW YORK**

CONTRACT FOR PREPARATION OF A

“COMPREHENSIVE PLAN SUSTAINABILITY ELEMENT”

THE UNDERSIGNED PROPOSER HAS CAREFULLY EXAMINED THE ATTACHED DOCUMENTS AND WILL SUPPLY AND DELIVER ALL SPECIFIED ITEMS FOR THE TOWN OF SOUTHAMPTON IN ACCORDANCE WITH THE FOLLOWING PRICES:

TOWN OF SOUTHAMPTON**PROPOSAL FORM****CONTRACT FOR PREPARATION OF A "COMPREHENSIVE PLAN
SUSTAINABILITY ELEMENT"**

Proposer should attach a detailed proposal and any supporting materials documenting its ability to perform the services specified in this RFP.

Proposer should attach sample materials from previous jobs demonstrating its ability to provide the documentation required under the specifications of this RFP (e.g., budgets, timelines, charts, etc.)

Proposer's Business Name: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

**THE TOWN BOARD OF THE TOWN OF SOUTHAMPTON RESERVES THE RIGHT
TO REJECT AND ALL PROPOSALS.**

GENERAL MUNICIPAL LAW - SECTION 103-a and 103-b**GROUND FOR CANCELLATION OF CONTRACT BY MUNICIPAL CORPORATIONS**

Upon the refusal of a person, when called before a grand jury to testify concerning any transaction or contract had with the State, and political subdivision thereof, a public authority or with any public department, agency or official of the State or of any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract,

- a) such person, and any firm, partnership or corporation, of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or any public department, agency or official thereof for goods, work, or services, for a period of five years after such refusal, and to provide also that,
- b) any and all contracts made with any municipal corporation or any public department, agency or official thereof, since the effective date of this law, by such person, and by any firm, partnership or corporation of which he is a member, partner, director or officer may be cancelled or terminated by the municipal corporation without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid.

This condition shall be further subjected to any other provisions or subsequent amendments to Section 103-a and 103-b of the General Municipal Law.

In acknowledgment of the above:

Proposer's
Business Name: _____

Signed by: _____

Title: _____

Date: _____

GENERAL MUNICIPAL LAW - 103-d**Non-Collusive Bidding Certificate**

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under the penalty of perjury, that to the best of his knowledge and belief:

- (A) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, and for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor or potential competitor;
- (B) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer prior to the opening, directly or indirectly to any other bidder, competitor or potential competitor;
- (C) No attempt has been or will be made by the proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

I hereby affirm, under the penalty of perjury, the foregoing statement is true:

Signed by: _____

Title: _____

Date: _____

Affix corporate seal if contractor is a corporation.

BIDDER'S QUALIFICATIONS

All questions must be answered and the information given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheets.

Section A.

1. Name of Bidder: _____
2. Main Office Address: _____
3. When Organized: _____
4. If a corporation, where incorporated: _____

5. **NAME OF PARTNERS****HOME ADDRESS OF PARTNERS**

(If Bidder is a FIRM, state here the name and home address of each member thereof)

If Bidder is a CORPORATION, complete the information below:

Name and Address of President: _____

Name and Address of Vice President: _____

Name and Address of Secretary: _____

6. Does any other contractor, vendor or person have, hold, or may derive any actual or beneficial percentage of interest in any other form of ownership of the Bidder in an amount of 5% or more?

Yes _____ No _____

If yes, please provide:

Name: _____

Address: _____

Section B.

Provide information below regarding similar contracts held:

PURCHASER'S NAME	CONTACT PERSON	TELEPHONE NUMBER	CONTRACT AMOUNT	DATE COMPLETED
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____

Section C.

1. Have you ever failed to complete any contract awarded to you? Yes/No_____

2. Have you ever defaulted on a contract? Yes/No_____

If yes, state where and why

3. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a contract?
Yes/No_____

If yes, state name of individual, other organization and reason:

4. Has any officer or partner of your organization ever failed to complete a contract in his/her own name? Yes/No_____

If yes, state name and reason:

5. In what other lines of business are you financially interested?

6. Who will personally supervise this contract?

Name Title Office phone number

7. Do you have, or can you obtain, sufficient personnel and equipment to perform this contract as required by the "Bid Proposal"? Yes/No_____

8. Provide names and phone numbers of local (Long Island) government references

9. Provide phone numbers for contact in case of emergencies, for immediate response:

Day: _____ Night:_____

10. List all major equipment you will utilize to perform all work. Indicate whether you currently own or lease the equipment, or will lease it (attach a separate sheet if necessary).

11. Successful Bidder shall provide the Town, at the signing of the contract, the following information:

- a. Table of Organization of the CONTRACTOR showing the names and addresses of all individuals serving on the Board of Directors or comparable body of the CONTRACTOR.
- b. Proof of financial capability and a detailed financial statement.

Section D.

(*Delete phrases that are not applicable)

I, _____ the *(applicant herein),
(an officer or agent of the corporate applicant) namely its _____,

*(swears) or (affirms) under the penalties of perjury that:

1. The following persons have a direct or indirect interest in this bid:

<u>NAME</u>	<u>ADDRESS</u>	<u>DATE OF BIRTH</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

(In case of corporations, all officers of the corporation and stockholders owning more than 5% of the corporate stock must be listed. Attach an additional sheet, if necessary).

2. The following person(s) listed immediately above are related by blood or marriage to an officer or employee of the OWNER. Attach an additional sheet, if necessary.

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>NAME/POSITION OF EMPLOYEE/OFFICER</u>
_____	_____	_____
_____	_____	_____

False statements made herein are punishable as a Class A misdemeanor pursuant to 210.45 of the Penal Law.

Legal Name of Person/Firm/Corporation

By: _____